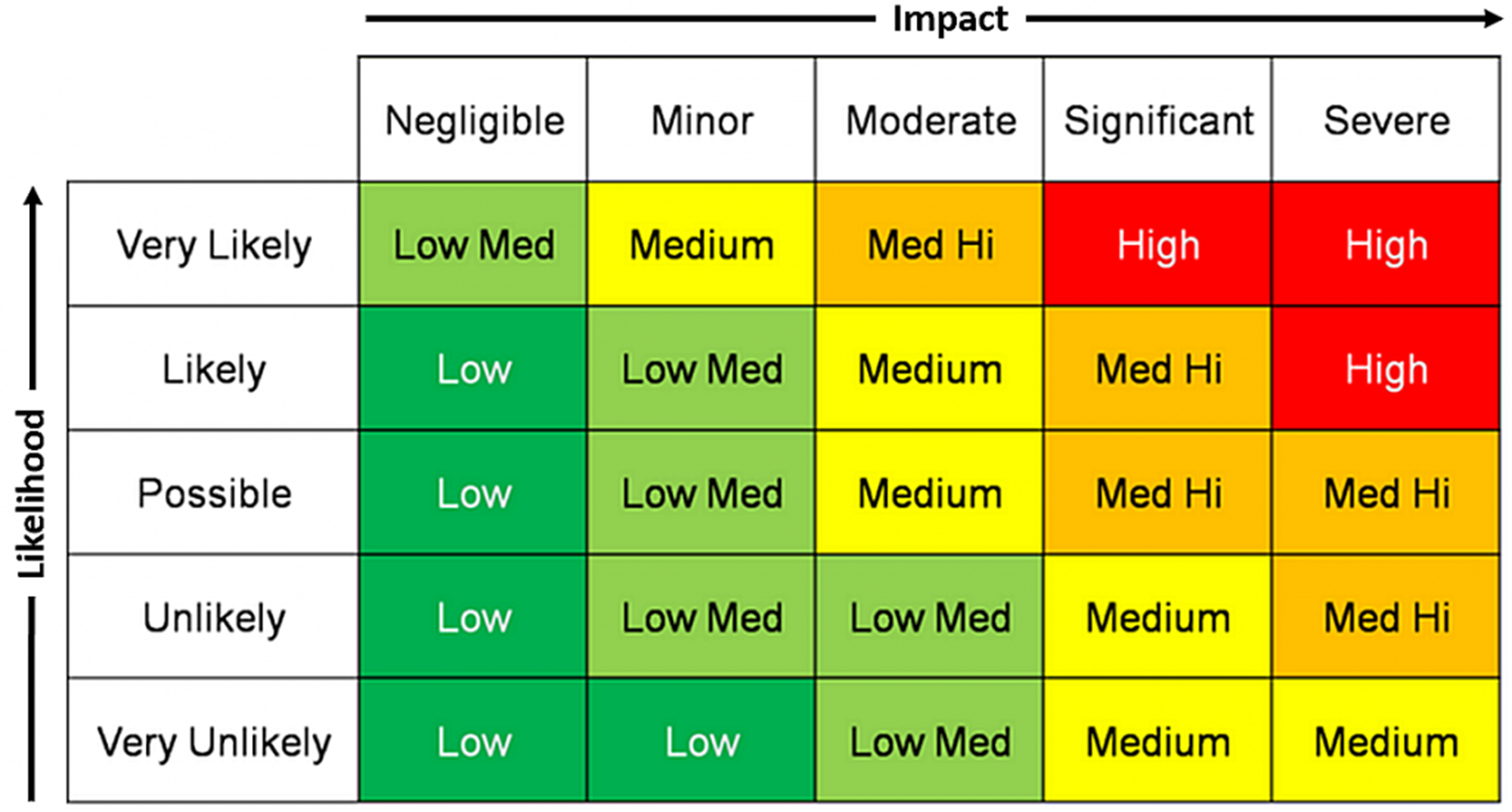


**Risk Matrix – Premises - Corona Virus**

**Students due to return to Stepping Stones School – Mortimer House in September in full.**

**Completed in Conjunction with Staffordshire Local Authority Risk Matrix and Guidance**

**Updated JANUARY 2021**



Journey of Risk Measures COVID 19

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| RISK FACTOR | PREVENTATIVE MEASURES 14.04.2020 | RAG | Further Preventative measures 14.05.2020 | RAG | Further Preventative Measures  13.07.2020  Students returning full time in September | RAG | Further Preventative Measures  20.8.2020  Students returning full time in September | RAG | Further Preventative Measures  01.11.2020 & UPDATED 1/12/2020  UPDATED – 4/1/2021 | RAG |
| Exposure to COVID-19  The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing.  The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). | Distance Learning Package plus on line Zoom lessons |  | Distance Learning Package plus on line Zoom lessons |  | Anyone with COVID-19 symptoms or who have someone in their household who does is informed not to attend school.  Anyone developing COVID-19 symptoms during the school day is sent home and procedures followed to manage transmission risks.  Symptomatic staff and pupils advised to access testing. Home test kits offered to individuals who would not be able to access testing by the normal testing routes.  Active engagement with NHS Test and Trace service.  Aware of LA Local Outbreak Control Plans.  Frequent handwashing promoted.  Hand sanitiser available in classrooms, shared spaces, entrance and exit points (locked away due to risk management safety).  Good respiratory hygiene encouraged by promotion of ‘catch it, bin it, kill it’ approach.  Enhanced cleaning of frequently touched surfaces.  Disposable tissues available in classrooms and in YP personal folders.  Bins for tissues emptied during the day.  Control measures in place for staff and pupils who are clinically vulnerable or at higher risk.  Wellbeing support in place for staff and pupils.  Grouping pupils together on most occasions to avoid transferance and avoiding contact between groups. At points, young people will have limited mixing with social distancing due to their mental health and wellbeing and needing socalisation with others. Staff will ensure social distance in in place during these times.  Social distancing maintained wherever possible between all adults on site.  Staff, pupils, parents and visitors informed of the measures in place to reduce transmission.  Contingency supply of face coverings available where pupils are struggling to access a face covering or where they have forgotten it or are unable to use their face covering due to having become soiled/unsafe to use  Follow advice given by local outbreak/health protection teams.  Encourage staff and parents to engage with Test and Trace process and to inform them immediately of the results of a test.  Record kept for 21 days of visitors to site.  Record of staff and pupil groups.  Review COSHH assessment for hand sanitiser and cleaning materials.  Review cleaning schedules. include more frequent cleaning of touch points and shared rooms/areas.  Signage to promote hygiene and social distancing.  Review stocks of soap, hand sanitiser, number of hand sanitiser stations, tissues.  Review number, type and location of waste bins consider replacing with foot operated.  Minimise the number of contacts between staff and pupils  Individual risk assessments carried out for staff and pupils who are clinically vulnerable or at higher risk. (ECHP & Pregnancy Risk Assessments in place)  Start and finish times reviewed to keep groups apart as they arrive and leave school and to reduce demand on public transport at peak times.  Dedicated school transport arrangements and plans revised. Active travel promoted. Parents, staff and pupils encouraged to walk, scoot or cycle to school.  Staff, pupils and visitors informed to wash/sanitise hands on arrival at school.  Discuss transport arrangements with providers, LA and parents.  Inform parents of arrangements for drop off and collection procedures to reduce adult to adult contact.  Timetable and use of classrooms reviewed to reduce movement around the building.  Organising classrooms and other rooms used for learning to support distancing i.e. seating pupils side by side and facing forwards.  Unnecessary items and those items hard to clean removed from classrooms and learning environments. Staff and pupils only bring essential equipment into school.  Thorough cleaning of rooms at end of the day.  Ventilation in the building maximised by opening windows, doors or using ventilation units  Visitors on site limited and access to building controlled.  Review fire safety procedures to ensure that any measures put in place do not compromise evacuation routes.  Ensure pupil groups and social distancing maintained during fire drills. NOTE: in an emergency social distancing may not apply.  Ensure increased ventilation measures do not compromise pupil or staff safety.Review access points for visitors.  Arrange times that visitors, suppliers, contractors, external partners are on site to minimise numbers on site at any one time. Minimise visitors to site by using virtual meetings where possible.  Timetable and use of classrooms reviewed to reduce movement around the building.  Accessing rooms from outside.  Organising classrooms and other rooms used for learning to support distancing i.e. seating pupils side by side and facing forwards.  Unnecessary items and those items hard to clean removed from classrooms and learning environments.  Staff and pupils only bring essential equipment into school.  Thorough cleaning of rooms at end of the day.  Ventilation in the building maximised by opening windows, doors or using ventilation units.  Visitors on site limited and access to building controlled.  Consistent groups of pupils and staff. Mixing of groups avoided where possible.  Timetabling to keep groups apart and minimise movement around school.  Singing, wind and brass playing not to take place in large groups.  Older pupils encouraged to keep their distance within groups.  Limited interaction, sharing of rooms and social spaces between groups as much as possible.  Staff keep their distance from pupils and other staff (ideally 2 metres from other staff) as much as possible.  Sharing of stationary prevented.  Shared resources – equipment cleaned regularly and between groups or rotated to allow them to be left unused and out of reach.  Where possible actions taken for behaviour management will not involve touching a pupil.  Physical activity - Outdoor sports prioritised and contact sports avoided.  Music lessons – group size limited to 15 and physical distancing in place.  Review size and composition of groups. Staff to avoid face to face contact and minimise time spent within 1 metre of anyone.  Staff and pupils provided with their own pens and pencils.  Increased use of outside spaces for teaching and learning activities.  Avoid holding events where groups of parents and friends would be present such as school shows.  Preventing toilets from becoming crowded by managing numbers accessing them at any one time. This includes both staff toilets those used by pupils  Staggered use of staff rooms, shared staff areas and offices to reduce contact with colleagues.  Storerooms and cupboards accessed by one person at a time.  Hand cleaning after using shared resources and equipment.  Contractors delivering services using school facilities, such as catering, and cleaning asked to provide copies of their risk  PPE provided (such as disposable gloves, disposable apron)  Hand washing before and after providing care.  Alternative rooms/spaces if hygiene and distance cannot be maintained in lunch areas.  Provide facilities to dry hands eg disposable paper towels and/or hand driers  Wash/sanitise hands before and after treating a casualty.  Assist at a safe distance where possible, if they are capable instruct them to do things for you.  Minimise time sharing a breathing zone.  Wear appropriate PPE (such as disposable gloves, disposable apron).  When directly treating people with symptoms of COVID-19 a fluid repellent surgical mask should be worn and eye protection may be needed where there is a risk of body fluids entering the eyes.  When performing CPR:  Call an ambulance  Use chest compressions or defibrillator  Use a cloth or towel to cover the casualty’s mouth and nose while still permitting breathing  Use PPE – gloves, apron, fluid repellent surgical mask, eye protection.  Increase ventilation in the room if possible.  PPE provided for supervising adult:  Fluid resistant surgical mask if a 2-metre distance cannot be maintained.  Where contact with the pupil is needed: Fluid resistant surgical mask, disposable gloves and disposable apron.  . |  | Anyone with COVID-19 symptoms or who have someone in their household who does is informed not to attend school.  Anyone developing COVID-19 symptoms during the school day is sent home and procedures followed to manage transmission risks.  Symptomatic staff and pupils advised to access testing. Home test kits offered to individuals who would not be able to access testing by the normal testing routes.  Active engagement with  Active engagement with NHS Test and Trace service.  Aware of LA Local Outbreak Control Plans.  Frequent handwashing promoted.  Hand sanitiser available in classrooms, shared spaces, entrance and exit points (locked away due to risk management safety).  Good respiratory hygiene encouraged by promotion of ‘catch it, bin it, kill it’ approach.  Enhanced cleaning of frequently touched surfaces.  Disposable tissues available in classrooms and in YP personal folders.  Bins for tissues emptied during the day.  Control measures in place for staff and pupils who are clinically vulnerable or at higher risk.  Wellbeing support in place for staff and pupils.  Grouping pupils together and avoiding contact between groups.  Social distancing maintained wherever possible between all adults on site.  Staff, pupils, parents and visitors informed of the measures in place to reduce transmission.  Staff and YP Induction on how to put on, store and dispose of PPE.  Contingency supply of face coverings available where pupils are struggling to access a face covering or where they have forgotten it or are unable to use their face covering due to having become soiled/unsafe to us  Follow advice given by local outbreak/health protection teams.  Encourage staff and parents to engage with Test and Trace process and to inform them immediately of the results of a test.  Maintain supply of home test kits.  Record kept for 21 days of visitors to site.  Record of staff and pupil groups.  Review COSHH assessment for hand sanitiser and cleaning materials.  Review cleaning schedules. include more frequent cleaning  of touch points and shared rooms/areas.  Signage to promote hygiene and social distancing.  Review stocks of soap, hand sanitiser, number of hand sanitiser stations, tissues.  Review number, type and location of waste bins consider replacing with foot operated.  Minimise the number of contacts between staff and pupils  Individual risk assessments carried out for staff and pupils who are clinically vulnerable or at higher risk. (ECHP & Pregnancy Risk Assessments in place)  Start and finish times reviewed to keep groups apart as they arrive and leave school and to reduce demand on public transport at peak times.  Dedicated school transport arrangements and plans revised. Active travel promoted. Parents, staff and pupils encouraged to walk, scoot or cycle to school.  Staff, pupils and visitors informed to wash/sanitise hands on arrival at school.  Discuss transport arrangements with providers, LA and parents.  Inform parents of arrangements for drop off and collection procedures to reduce adult to adult contact.  Timetable and use of classrooms reviewed to reduce movement around the building.  Organising classrooms and other rooms used for learning to support distancing i.e. seating pupils side by side and facing forwards.  Unnecessary items and those items hard to clean removed from classrooms and learning environments.  Staff and pupils only bring essential equipment into school.  Thorough cleaning of rooms at end of the day.  Ventilation in the building maximised by opening windows, doors or using ventilation units.  Visitors on site limited and access to building controlled.  Review fire safety procedures to ensure that any measures put in place do not compromise evacuation routes.  Ensure pupil groups and social distancing maintained during fire drills. NOTE: in an emergency social distancing may not apply.  Ensure increased ventilation measures do not compromise pupil or staff safety.  Review access points for visitors.  Arrange times that visitors, suppliers, contractors, external partners are on site to minimise numbers on site at any one time.Minimise visitors to site by using virtual meetings where possible.  Consistent groups of pupils and staff. Mixing of groups avoided where possible.  Timetabling to keep groups apart and minimise movement around school.  Singing, wind and brass playing not to take place in large groups.  Older pupils encouraged to keep their distance within groups.  Limited interaction, sharing of rooms and social spaces between groups as much as possible.  Staff keep their distance from pupils and other staff (ideally 2 metres from other staff) as much as possible.  Sharing of stationary prevented.  Shared resources – equipment cleaned regularly and between groups or rotated to allow them to be left unused and out of reach.  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Contractors delivering services using school facilities, such as catering, and cleaning asked to provide copies of their risk  PPE provided (such as disposable gloves, disposable apron)  Hand washing before and after providing care.  Alternative rooms/spaces if hygiene and distance cannot be maintained in lunch areas.  Provide facilities to dry hands eg disposable paper towels and/or hand driers  Wash/sanitise hands before and after treating a casualty.  Assist at a safe distance where possible, if they are capable instruct them to do things for you.  Minimise time sharing a breathing zone.  Wear appropriate PPE (such as disposable gloves, disposable apron).  When directly treating people with symptoms of COVID-19 a fluid repellent surgical mask should be worn and eye protection may be needed where there is a risk of body fluids entering the eyes.  When performing CPR:  Call an ambulance  Use chest compressions or defibrillator  Use a cloth or towel to cover the casualty’s mouth and nose while still permitting breathing  Use PPE – gloves, apron, fluid repellent surgical mask, eye protection.  Increase ventilation in the room if possible.  PPE provided for supervising adult:  Fluid resistant surgical mask if a 2-metre distance cannot be maintained.  Where contact with the pupil is needed: Fluid resistant surgical mask, disposable gloves and disposable apron. |  | In addition to previous columns.  Students will be encouraged to wear mask during lesson change over and when walking in coridoors.  Young Foundations company policy states that all YF staff should be wearing mask or visors whilst at work.  For students that are uncomfortable or refuse staff will encourage the use of umpers and/hoodies to cover mouth and nose when moving between classes.  Visors can be worn for the duration of a week but must be wiped down every 4 hours – staff have been adviswed to do this at lunch times, whilst eating so that they have time to dry.  Masks must be changed every 4 hours.  Students have created place mats. These will be placed at the dining table with a minimum of 1 metre distance so that all students are seted safely. These will be moved to encourage different friendships groups etc, but all tables will be disinfected before and after use and the dining room will receive a deep clean regualry through out the day. |  |
| Environment is a house – not a typical school building with limited outdoor space. | None |  | Utilised car park as a further safe space to conduct outdoor lessons.  Secure gating locked from outside with keypad to prevent external access. (Gate can be opened from inside – Staff with students at all time when outside.) |  | A full health and safety check will be undertaken before students return in September. This will include water checks, first aid checks, and classroom and building checks.  Although the building is not ideal with this risk assessment and the procedures in place the building is as safe as possible. |  | A full health and safety check will be undertaken before students return in September. This will include water checks, first aid checks, and classroom and building checks.  Although the building is not ideal with this risk assessment and the procedures in place the building is as safe as possible. |  |  |  |
| No PPE | Ali to confirm with Niall? |  | YF provided and Emma Gillin ordered additional PPE from Milwoods. |  | PPE still provided. All visitors offered PPE upon entry to the building. Due to the nature of our students, sanitiser stations cannot be set up and left throughout the day. However all visitors and taken to wash hands are provided with sanitiser throughout their visit. |  | Additional new PPE has been ordered and received (July 2020) to ensure ample PPE.  Hand sanitisers will not be left unattended or on display due to the risk posed to our students. Regular handwashing/sanitising takes place throughout the day from arrival until leaving. Handwashing/sanitising tracking sheet completed by TAs to show levels of sanitising. All visitors are taken to wash hands and provided with sanitiser throughout their visit.  All young people to wipe their work area at the end of the lesson to disinfect.  Update**: Oct 2020 – More products have been ordered and received 6/10/20. Face Masks/Visors to be worn at all times in work by staff as directed by YF.** |  | It is Young Foundations policy to have a stock of at least 4 weeks PPE.  Stock lists have been created and will be monitored weekly to ensure the minimum standards are adhered to. |  |
| Lack of sterilising and cleaning products | No cleaning products - reduced cleaning products available in supermarkets. How do we sterilise toilets etc safely? Could research potentially asking cleaners for products. |  | Cleaning products a lot more accessible. Supermarkets replenished regularly. Lockdown ques reduced and Clean Slate can offer further products if needed. |  | Robust cleaning regime in place daily. Cleaning products are readily available and will be ordered monthly. |  | Bulk Order of cleaning products ordered 21/8/20 in readiness for opening. On Line shopping and cleaning product checklist held by Head of Support to show when products are low. Cleaning sets kept in caddies in cellar for staff to inform ER if products are running low for re-ordering.  Anti bacterial wipes in all classrooms and all yp packs, yps to be encouraged to wipe all surfaces and equipment after use. Foot pedal bins with white bin liners to dispose of wipes, PPE, etc |  | As in previous column. |  |
| Social distancing – 2 metres not possible within small school | None – cannot safely remain 2 metres apart. Classrooms and hallways are too small to provide distancing lengths. |  | Moved lesson our door where possible providing more social distance space. Reduced staff to safe risk level. Pupils on site on reduced to safe risk management levels for each YP.  2 metres marked with black tape in corridors and outside.  Classrooms to be made safe by using tables to measure 2 metres.  Instructional video to be viewed in the morning to educate the expectations of safety.  Gazebos will be erected and used as 2 metre distancing whilst in car park. |  | Students broken into smaller groups. (Max 4 per group)  2 metre markings in fluorescent orange tape.  Additional rooms provided for students at break times to reduce number of people in dining room.  Staff lunch and break rota created to reduce staff numbers with students at social times.  Table will remain to be used as 2 metre distancing in classrooms. |  | Students to return to school. Maximum students in school at one time is 10.  2 metre markings in fluorescent tape. (Will remain at 2 metres where possible due to students/personal space boundaries).  Additional rooms provided for students at break times to reduce number of people in dining room.  Staff lunch and break additional room created to reduce staff numbers with students at social times.  Table will remain to be used as 2 metre distancing in classrooms facing forward and apart wherever possible (ASD Anxieties). |  | As in previous column. |  |
| Entrance and Exit not suitable for social distancing | Back entrance with tape or cones used for marking 2 metres – straight into toilets to wash hands. Issues with car park size and parking on the street. |  | Everyone to arrive through back to be guided in by staff members.  Cars on site will be reduced.  Signs to be placed on door directing around the back. |  | Entrance and exit plan in place. All students to enter through back and immediately wash hands. When leaving students will be escorted one by one out the front of the building. All areas will be disinfected after use. |  | Entrance and exit plan in place. All students to enter through back and immediately wash hands. When leaving students to wash their hands, sign out and be escorted one by one out the front of the building. All areas will be disinfected after use. |  | As in previous column. |  |
| Fire evacuation assembly point | None – not large enough, would have to line up on the pathway which would need adequate staffing. |  | Reduced number in staff and students to a safe risk level will allow for 2 metre social distancing to take place. |  | All students returning. Fire drill scheduled for induction week. All students and staff will have been briefed about social distancing whilst taking part. Staff to be responsible for maintaining distancing where possible. |  | All students returning. Fire drill scheduled for induction week. All students and staff will have been briefed about social distancing whilst taking part. Staff to be responsible for maintaining distancing where possible. Bag of Fire Safety Resource bag taken from front/back and Fire Book by DH. |  | As in previous column. |  |
| Government guidelines advise against schools opening | None |  | Government is now encouraging making reasonable endeavours to bring students back.  Government recommending part time timetable, numbers of students reduced.  COVID 19 risk assessment in place.  Now following guidelines. |  | Government is now expecting all school students to returning to educational settings. |  | Government is now expecting all school students to returning to educational settings by September and all Risk Management in place prior and understood. All local Staffordshire Advice and Guidance stored in COVID file for all interested parties. |  | As in previous column. |  |
| Day pupils will be mixing with LAC and staff | Pupils on separate days to limit contact with others. Students would still be mixing with staff and returning to homes. Some of which have other LAC and/or vulnerable people. |  | Social distancing guidelines will be in place to limit the mixing of LAC and day pupils. |  | As previously stated. |  | Social distancing guidelines will be in place to limit the mixing of LAC and day pupils.  In induction, revisit of this risk assessment with all staff and pupils to ensure full understanding of expectations. |  | As in previous column. |  |
| No guarantee of students or staff following lock down regulations outside of the home | None. There is no way to 100% confirm who has been abiding by restrictions. |  | None. There is still no way to 100% confirm who has been abiding by restrictions. |  | There is still no way to 100% confirm who has been abiding by restrictions.  We can only manage what happens with in school. However, the government have relaxed social distancing guidelines and the country is now out of lock down. |  | There is still no way to 100% confirm who has been abiding by restrictions.  We can only risk manage what happens with in school to reduce risk as low as possible with interventions outlined within this risk assessment However, the government have relaxed social distancing guidelines (1m) and the country is now out of lock down and all staff and students fully aware of procedures. We will conduct temperature and wellbeing checks each morning to monitor health before entering school. |  | As in previous column. |  |
| Small kitchen | One member of staff in charge of kitchen duties. Staff to knock on door when needing anything. |  | Sign to be put on door. Claire to be kitchen personal. Set tea/coffee/squash breaks. Food to be prepared and served by Claire only, who will be wearing gloves. |  | All students and staff to bring cold packed lunches. No one to heat food in kitchen. Numbers in kitchen reduced by making use of flasks of coffee and tea for before and during school. To be monitored and made by one member of staff. Kitchen to be regularly cleaned and disinfected daily. Utensils etc cannot be left out in dining areas due to risk. |  | All students and staff to bring cold packed lunches. No one to heat food in kitchen. Numbers in kitchen reduced by making use of flasks of coffee and tea for before and during school and left in another room. To be monitored and made by one member of staff. Kitchen to be regularly cleaned and disinfected daily. Utensils etc cannot be left out in dining areas due to risk. |  | As in previous column. |  |
| Small classrooms | Cannot social distance when teaching |  | Larger rooms being utilised. Dining room, Rav’s and James’s room |  | All rooms to be used as needed. Government have reduced social distancing to 1 metre which should be maintainable within smaller classrooms also.  Outside space to be utilised if and where possible.  Tissues available in all classrooms |  | All rooms to be used as needed. Government have reduced social distancing to 1 metre which should be maintainable within smaller classrooms also.  Outside space to be utilised if and where possible. However, due to nature of learner, 2m will still be encourage.  Tissues/enclosed foot pedal bins available in all classrooms  All classrooms cleaned by zone at start and end of day. |  | As in previous column. |  |
| Toilets – one sink | Staff will need to clean toilets after use in correct PPE. We do not have PPE, we do not have staff to spare for cleaning due to staff ratios. |  | Toilets to be clean and sanitised after use by staff. Engaged and vacant signed to be made and present on staff room door and kitchen door to avoid crowding in corridors. |  | As previously stated. |  | Students to use the toilet one at a time to avoid corridor crowding. Handwashing/sanitising recorded by TA accompanying to toilet. Toilet lid to be kept down before flushing to avoid contamination.  Additional Washing station to be set up in downstairs room along with refreshments, cutlery etc. This will be only open to staff except if overflow handwashing facilities are needed and students will be accompanied at all times. |  | As in previous column. |  |
| Use of computer key boards | One keyboard allocated per student – to be wiped down before and after use. |  | One keyboard allocated per student – to be wiped down before and after use. Adequate sanitiser and cleaning products available. |  | As previously stated. Robust cleaning regime conducted by staff after school where all key boards etc are disinfected. |  | As previously stated. Robust cleaning regime conducted by staff after school where all key boards etc are disinfected. All young people to disinfect keyboards etc after use in lesson. |  | As in previous column. |  |
| Not enough laptops to go around | Laptops have been lent to Binley Woods. We could ask for them to be returned. However we still would not have enough laptops for all students. We also have PCs but one would need to be allocated per student and ensure that there is one student per room. |  | Laptops are not needed during Camp COVID. Stand-alone PCs can be used if need. Therefore more than enough PCs are available |  | As previously stated. |  | We have now access to further laptops to accommodate the need. We also have additional free standing PCs if needed. |  | As in previous column. |  |
| Using stationery | Students to use own stationary that was provided for as part of DLP. Could be lost, go missing, used by others, already be contaminated from home. |  | New pencils cases are being supplied which are stored in their own Camp COVID kit box |  | For September students will be allocated with a folder which include a pencils case of personal equipment along with other times needed throughout the day. This is in place of the box, due to health and safety reason relating to storage in classrooms |  | As previously stated.  For September students will be allocated with a folder which include a pencils case of personal equipment along with other times needed throughout the day. This is in place of the box, due to health and safety reason relating to storage in classrooms |  | As in previous column. |  |
| Using and obtaining resources | Long delivery times and shops closed. Resources needed for each students as to not contaminate. |  | All resources ordered from Amazon and received. |  | As previously stated. |  | All resources ordered from Amazon and received. |  | As in previous column. |  |
| Usual activities paused – not school as students know | Alternative plan will be need to be put in place – will not be usual school. Although this would be explained to students it could have a negative impact. |  | Camp COVID plan in place as a completely new approach. |  | Usual lessons to resume in September – procedures in place to ensure school is as safe as possible. |  | Usual lessons to resume in September – procedures in place to ensure school is as safe as possible. |  | As in previous column. |  |
| Public transport | Certain staff and students use public transport to get around both to school and outside of school. |  | Any students needing to use public transport will be provided PPE for journey. A waiver will be signed in advance for parents to take responsibility for this. |  | As previously stated. |  | Any students/staff needing to use public transport will be provided PPE for journey. A waiver will be signed in advance for parent/staff to take responsibility for this. |  | As in previous column. |  |
| Transport in taxis | Students use taxis to get to school. Cannot social distance whilst in taxi. |  | Any students needing to use public transport will be provided PPE for journey. A waiver will be signed in advance for parents to take responsibility for this. |  | As previously stated. |  | Any students needing to use public transport will be provided PPE for journey. A waiver will be signed in advance for parents/staff to take responsibility for this. |  | As in previous column. |  |
| High anxieties of students surrounding virus, reminders and precautions needed | The constant reminders not to touch faces, touch people, wash hands, not touch anything etc, could cause increased anxieties. |  | Education package is dedicated to eradicating fears of COVID. For any young people we feel may struggle the package will be called Challenge Camp. |  | As previously stated. |  | Young people are now becoming accustomed to COVID precautions. Student Voice, Induction and Tutorials will revisit this subject regularly. Any young person struggling with this will be offered a 1:1 tutorial. Exemption cards will be in place for all persons who may struggle with masks |  | As in previous column. |  |
| Giving medications risks | Medications policy will need to be revised. New processes would need to be put in place in order to retrieve and administer meds safely. Would need to order medicine pots. |  | Staff to wear gloves, apron and face mask when administering medication during school hours.  Social distancing will to be maintained during this time. |  | As previously stated. |  | Staff to wear gloves, apron and face mask when administering medication during school hours in the medical room.  Social distancing will to be maintained during this time. |  | As in previous column. |  |
| Small staff room |  |  | Added 11th June 2020 Staff room is quite small. Only two people at one time to use staff room. Computer are available in other rooms plus staff laptops. Downstairs classroom can be used to social distance if needed all staff to be aware of smaller spaces. |  | Staff rota created to limit staff at lunch and break times. All staff given duties to be completed away from staff room. |  | Staff with students at lunch and break times. All staff given duties to be completed away from staff room. |  | As in previous column. |  |
| House keeper |  |  |  |  |  |  | Recruitment of house keeper to maintain high standards of cleanliness through school day. House keeper to make teas and coffees etc to reduce kitchen traffic and contact between adults. |  | Housekeeper recruited full time 12/9/20 |  |
| Home Testing |  |  |  |  |  |  | Home testing available for staff and students. Head Teacher may issue a home testing kit for parents to administer with any suspected case or display of symptoms. |  | As in previous column. |  |
| Staff and visitor entry procedure. |  |  |  |  |  |  | Staff and visitors are to call number displayed on back door, gate and front door to inform school of arrival and COVID procedures be followed.  Temperature checks to be conducted before entry to building. Should the temperature be higher than 37.7 the staff member or visitor will be refused entry.  Hand washing and/ or sanitiser must be utilised after temperature checks. |  | As in previous column. |  |
| Ratios of Staff: students | See staff matrix |  | Sufficient staff to ratio. |  | As previously stated. |  | Sufficient staff to ratio as per Personal Risk Assessments |  | Sufficient ratio Nov 2020 |  |
| Small staff team – cant rotate | See staff matrix |  | Uniform staff on each day |  | As previously stated. |  | Sufficient staff to ratio as per Personal Risk Assessments |  | Recruitment of more ‘bank’ staff to be able to allow for staff self isolation |  |
| Staff living with vulnerable people | See staff matrix |  | Vulnerable staff members currently furloughed |  | As previously stated. |  | N/A currently |  | None currently Nov 2020 |  |
| Staff with health conditions will not be able work | See staff matrix |  | No staff have been shielded and all staff have declared themselves to fit to work. |  | As previously stated. |  | N/A currently |  | N/A |  |
| Staffing should students abscond. | See staff matrix |  | No high risk absconders. Staff protocol as usual. |  | As previously stated. |  | No high risk absconders. Staff protocol as usual. |  | Same Protocol |  |
| Items added as advised by Ian Budd in School risk assessment acknowledgement letter July 2020 | | | | | | |  |  |  |  |
| Foot pedal Lidded bins |  |  |  |  | Bins with lids are provided in all classrooms. |  | Bins with lids are provided in all classrooms. |  | All in place in classrooms |  |
| Hand sanitiser |  |  |  |  | Due to the nature of our students hand sanitiser will not be left out for use. However, staff will have bottle on their person and it will be offered to visitors upon arrival. This will be stored safely in the COSHH cupboard to keep young people safe. |  | Due to the nature of our students hand sanitiser will not be left out for use. However, staff will have bottle on their person and it will be offered to visitors upon arrival. This will be stored safely in the COSHH cupboard to keep young people safe. |  | In all classrooms in locked cupboards |  |
| Outbreak/Suspected case |  |  |  |  | Should a staff member or pupil be taken ill showing COVID symptoms, they will be quarantined in the medical room until it is safe for them to leave. Access to the staff toilet will be blocked and therefore staff will use the disable toilet situation downstairs. Staff looking after the young person will wear mask, apron and gloves. This person is identified as ER or EG due to first aid trained  DLP and virtual learning can return should an outbreak occur. This will be revisited at such a time and decisions to be made by senior staff. |  | Should a staff member or pupil be taken ill showing COVID symptoms, they will be quarantined in the medical room until it is safe for them to leave. Access to the staff toilet will be blocked and therefore staff will use the disable toilet situation downstairs. Staff looking after the young person will wear mask, apron and gloves. This person is identified as ER or EG due to first aid trained. Whole school deep clean whilst young people in classrooms. If unsafe, young people will be sent home whilst further deep cleaning undertaken. In the unlikely situation young people are sent home, DLP and virtual learning can return should an outbreak occur. Laptops will be issued by IT Brains to home addresses of staff to ensure cleanliness and allow on line learning. This will be revisited at such a time and decisions to be made by Head of Education/Staffordshire LA  reported in line with Staffordshire Covid-19 incident management standard operating procedure (SOP) - education, early years and children's services settings. SEE INFORMATION DISPLAYED ON OFFICE WALL  PHE to be informed immediately to report.  SEE FLOWCHART EMMA’s OFFICE WALL |  | As per procedure |  |
| Temperature Checks |  |  |  |  |  |  | From September, temperature checks will be in place before anyone entering school. This will be recorded as Data to ensure risk management is robust |  | On going and recorded |  |
| Deep Clean |  |  |  |  |  |  | Throughout the summer holidays, staff have deep cleaned the school to include classrooms, offices, toilets, kitchen cupboards, resources. All soft furnishings vax washed and cleaned to ensure cleanliness. This is rebooked for Oct half term or earlier if required. |  | On going |  |
| Track & Trace |  |  |  |  |  |  | Track and Trace Guidance to be displayed on Safeguarding Board, Lobby and by back entrance  To ensure the Track and Trace is robust, notification of any potential case will be reported in line with Staffordshire Covid-19 incident management standard operating procedure (SOP) - education, early years and children's services settings. SEE INFORMATION DISPLAYED ON OFFICE WALL |  | On going |  |
| Valley Nurture Deep Clean |  |  |  |  |  |  | Staff undertook a deep clean for two days using Chlorine based products to ensure all health & safety COVID compliance is met. Cleaniliness of high standard to ensure staff and young person’s safety and welfare. |  | Completed half term Oct 2020 |  |
| Fask Masks in Vehicle when in close proximity |  |  |  |  |  |  | All staff and yps to be wearing face masks in vehicles. Additional vehicles hired to allow for further space and social distancing. Those yps who are exempt will still be encouraged, however, personal choice recognised. PPE packs taken on all trips. |  | On going |  |
| COVID Emergency PPE |  |  |  |  |  |  | Covid Emergency PPE box in Medical Room incase of staff attending to Covid symptom case. Box of PPE kept by the door for visitors. All staff offer to wear full PPE if visitor needs or requests for them to attend on site. |  | On going  More ordered through Staffordshire LA and Government Update to be delivered 3/12/20 |  |
| OutReach Risk Assessment |  |  |  |  |  |  | To enable outreach Home Education, a current Risk Assessment will be issued and signed by all interested parties. Failure to comply with this assessment will result in Home Education being withdrawn. |  | Nov 2020  Completed and Signed for HW on 30/11/20 |  |
| Sports Centre (Kingsbury Sports & Youth Centre) |  |  |  |  |  |  | Sports to be accessed off site to allow for bigger sports facilities. Social distancing and non contact sports are taken place to avoid contact. Hand sanitising stations available. ER holds Premise Covid Risk Assessment for Kingsbury. To be read in conjunction with this assessment |  | Nov 2020  ALL SPORTS HAVE NOW BEEN SUSPENDED OFF SITE FROM TIER 4 LOCKDOWN 4/1/21.  Yoga and other team games to be offered in house from Jan 21 |  |
| Additional Rooms for Social Time |  |  |  |  |  |  | Additional Classrooms to be opened up at social times (breaks and lunches) to be able to allow for quiet and spacious surroundings for social distancing. |  | Reviewed daily |  |
| Distance Learning Live Streaming Software Policy  (NOV 2020) |  |  |  |  |  |  | YF have issued the mentioned Policy to be read and signed in conjunction with the Acceptable Usage Policy and Distance Learning Policy. |  | Nov 2020 |  |
| Blended Learning Policy added to Website |  |  |  |  |  |  | To allow all parents, stakeholders and young people to access our Blended Learning Policy for their information |  | Dec 2020 |  |
| Ventiliation |  |  |  |  |  |  |  |  | Classroom checklist to ensure all staff open windows every lesson to make sure good air circulation. Checklist issued to all staff 4/1/21. |  |
| Use of Public Transport with suspected case or Positive Test |  |  |  |  |  |  |  |  | If a young person has tested positive through the lateral testing process or develops symptoms, public transport (school taxis) should be avoided at all costs. Parents/Carers will be notified and need to make alternative arrangements where ever possible. |  |
| Reminder of staff and face shields |  |  |  |  |  |  |  |  | Checklist to include reminder to staff of government guidance ‘ face visor or shields should not routinely be worn to alternative face covering’. Checklist updated. |  |
| Use of Musical Instruments and Singing |  |  | Singing needs to be as quiet as possible and to disinfect all musical equipment before and after use |  | Singing needs to be as quiet as possible and to disinfect all musical equipment before and after use |  | Singing needs to be as quiet as possible and to disinfect all musical equipment before and after use |  | Singing needs to be as quiet as possible and to disinfect all musical equipment before and after use |  |

Protective factors

|  |  |  |
| --- | --- | --- |
| All Young People currently back in School Jan 21 | All young people attending school as required at this stage |  |
| Lateral Flow Testing | Lateral Flow Testing to be introduced w/c 4/1/21 for staff and pupils |  |
| Parent Survey regarding Face to Face or Virtual lessons conducted | Support staff contacting parents to gather thoughts of attendance face to face or virtual. |  |
| One Key worker child | Our only keyworker has confirmed that they would not send their child in due to them being a Nurse on a Covid ward. |  |
| Students safer at home | After completing a robust student risk matrix all students would be SAFER at home |  |
| Excellent feedback on support offer so far | We have received 100% positive feedback on the support provided by school to parents, carers and students |  |
| Excellent feedback from DLP | We have received 100% positive feedback on the DLP provided. |  |
| Low restraint records | Stepping Stones School have a low restraint record. We would hope this would continue should we re-open for students, to help us enable to maintain social distancing. |  |
| Students bored at home (due to being restricted to at home) | Students want to come back to school. |  |
| Eyes on students | Students being in school would mean that we could have eyes on wellbeing checks. It would also ensure that they are not mixing with others during school hours outside. |  |
| Open over Easter | We remained open over Easter to provide continued support. |  |
| Change of scenery | Returning to school would provide a change of scenery for students. |  |
| Wellbeing checks | Students being in school would mean that we could have eyes on wellbeing checks. |  |

Please note that whilst on outreach staff will maintain social distancing by utilising outdoor space as much as possible. Staff and students will be advised to wash hands frequently and thoroughly.